

## **APPENDIX A**

### ***Fleet Management History***

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The following is a brief chronological summary of relevant fleet management initiatives from 1997 – 2002.

#### ***1997 – 1998***

Under the direction of the Lt. Governor's Office, the Council on Efficient Operations (CEO), Vehicle Maintenance and Management Team made the following recommendations:

1. Develop and implement a collaborative plan for purchasing, replacing and re-marketing state vehicles
2. Implement a standard vehicle tracking policy and method
3. Implement a standard vehicle assignment and use policy
4. Develop and implement a comprehensive maintenance program for all state vehicles
5. Implement a fuel program, utilizing an electric fuel card to be used by all state vehicle fleets
6. Standardize the decision process when selecting vehicle travel methods (personal, state, or rental)

The CEO team published the following documents  
(<http://www.ltgov.state.mo.us/ceo/projects/vehicle/vehicle.html>):

- *Vehicle Management & Maintenance, Opportunities to Improve the State of Missouri's Vehicle Fleet Efficiency.* August 20, 1997.
- *Vehicle Management in State Government, An Analysis of Practices and Methods.* January 1998.

#### ***2001***

#### ***State Fleet Management Audit Released***

State Auditor, Claire McCaskill, issued an audit of State Fleet Management Report Number 2001-94 (<http://www.auditor.state.mo.us/press/2001-94.pdf>) recommending the Office of Administration set statewide policy for fleet management to include the following requirements:

1. Minimum mileage use requirements
2. Vehicle replacement policies, including replacement thresholds by vehicle type
3. Vehicle purchasing and budgeting procedures
4. Preventive maintenance, including maintenance schedules

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5. Allowable and unallowable uses and the records required to account for such use
6. Justification for assigning vehicles to individuals
7. Justification for commuting

#### ***State Fleet Management Task Force Formed***

In response to the State Auditor's report, the Office of Administration convened an interagency State Fleet Management Task Force to develop and recommend a state vehicle policy governing the acquisition, assignment, maintenance and use of state vehicles.

### ***2002***

#### ***State Vehicle Policy Issued***

The Commissioner of Administration issued the State Vehicle Policy (Appendix B) in January 2002. Issuance of this policy satisfied a number of recommendations made by the State Auditor and the House Interim Committee on State Fleet of Motor Vehicles and Airplanes. It also met the Commissioner of Administration's responsibility under Section 37.450 RSMo to issue policies governing the acquisition, assignment, use, replacement and maintenance of state-owned vehicles.

#### ***House Interim Committee Releases Report***

The House Interim Committee on State Fleet of Motor Vehicles and Airplanes issued a report (<http://www.house.state.mo.us/bills01/intcom01/fleet.htm>) on February 5, 2002 recommending the establishment of a statewide fleet management program under the Office of Administration to encompass the following:

1. A standard vehicle tracking system
2. A central revolving fund within the Office of Administration to retain funds for the purpose of purchasing vehicles
3. A comprehensive maintenance program
4. A policy to ensure state vehicles are used solely for state business
5. Annual safety inspections of all vehicles
6. Compliance of all state purchasing policies
7. Annual reporting of the state fleet
8. Standardize the decision process for selecting vehicle travel methods
9. Establish a standardized policy on transporting personnel

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#### ***Fleet Management Legislation Signed Into Law***

Governor Bob Holden signed HB 1270 and 2032 (Appendix F) on July 11, 2002 creating a Fleet Management Program within the Office of Administration.

#### ***State Fleet Manager Appointed***

The State Fleet Manager was appointed on August 1, 2002.

#### ***Fleet Management Advisory Committee Formed***

The Fleet Management Advisory Committee (FleetMAC), a committee of representatives from all state agencies, began its work on August 8, 2002. See Section C for more information.

#### ***Efforts Begin to Determine Agency Compliance with the State Vehicle Policy***

In August 2002, the Office of Administration, Division of General Services issued a questionnaire to state agencies to determine compliance with the State Vehicle Policy. See Section E for further information.

#### ***State Fleet Management Website Developed***

The State Fleet Management website was developed in August 2002 and is available at <http://www.oa.state.mo.us/gs/fm/index.htm>. The website serves as a resource for agency fleet managers and provides information on statewide fleet initiatives.

#### ***Fleet Information System Requirements Finalized***

In October 2002, the Office of Administration, with the assistance of FleetMAC, finalized system requirements for the Fleet Information System required under Section 37.450 RSMo.

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#### ***Commissioner White Calls on State Agencies to Review Fleet Assignments and Reduce Fleets Accordingly***

On November 14, 2002, Jackie White, Commissioner of Administration, communicated the results of the State Vehicle Policy Questionnaire to department directors. These results indicated each agency's level of compliance with the State Vehicle Policy (Section E) based on self-reported information and data. Additionally, the Commissioner called on state agencies to review their fleet assignments and determine if they are justified. She also conveyed her goal to reduce the number of assigned vehicles, on-call vehicles and overall size of the state fleet.

#### ***Fleet Information System Development Begins***

The Office of Administration, Division of Information Systems began system development in December 2002.